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| **Date** | Tuesday 1 December 2020 | **Meeting No** | 23 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 8.30am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members** |  |
| *Present** Jeni Coutts [**Chair**]
* Nic Thomas, local resident
* Jonathan Forbes, local resident
* Nadia Ford, City of Stonnington
* Malcolm Ninnis, local resident
* Graham Hoy, South Yarra Residents Association
* Kathy Dalton, local resident
 | *Apologies** Tennessee Leeuwenburg, local resident
* Tom Howgate, local resident
* Ruth Speedy, Toorak Road South Yarra Business Association
* James Robinson, local resident
* Paul Bellette, Café Republic
* Christopher Blain, South Yarra Village Residents Group
* Kathy Dalton, local resident
* Gillian Fraser, local resident
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| **In attendance** |  |
| *Present** Camila Eviston, CYP
* Neil Bracken, CYP
* Rob Mair, CYP
* Jordan Turner, CYP
* Alan Mitchley, CYP
* Amelia Barnes, CYP
* Jordan Turner, CYP
 | * Dean Valentic, RIA
* Tom Betts, RIA
* Adriana Alverez, RIA
* Andrew Roberts, RIA
* Zaid Diego, RIA
* Matilda Tonkin, RPV
* Paula Williams, RPV
 | * Barry McGuren, RPV
* Stephanie Makin, RPV
* Sarah Haines, RPV
* Sharon Campbell, RPV
* Janette Sato, RPV
* Alison Ferrari, RPV
* Tim Fullerton, RPV
* Mathew Collum [**Secretariat**]
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| 1. | Welcome and introduction |
|  | Welcome and introductions from Jeni Coutts (Chair). Matters arising: * Jeni Coutts welcomed members to the Community Reference Group (CRG) meeting.
* The CRG discussed the Outstanding Actions and Issues Register.
* In relation to S20-1, CYP will present on the Development Plan and how it ties in with the RIA Eastern Portal Development Plan during today’s presentation.
* In relation to S22-1, RIA and CYP will present an update on target end dates and timelines for works at the Eastern Portal during today’s presentation.
* In relation to S22-2, RIA consulted with the President of the South Yarra Residents Association and amended the timings for the recent Substation Information sessions.
* In relation to S22-3, RIA advised that noise modelling data is still being collected to identify acoustic treatment requirements for residential properties along Lovers Walk. RIA confirmed it will provide an update at the next CRG meeting.
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| 2. | Presentation from project contractors |
|  | Presentation by Dean Valentic (RIA) and Neil Bracken (CYP) on current and upcoming works. Presentation by Neil Bracken (CYP) on tunnelling. Presentation by Camila Eviston (CYP) on environment and airborne noise modelling for tunnel boring machine (TBM) retrieval and disassembly works.Presentation by Tom Betts (RIA) on community & communications update. Presentation by Adriana Alverez (RIA) on noise, vibration and air quality monitoring. Presentation by Alan Mitchley (CYP), Amelia Barnes (CYP) and Andrew Roberts (RIA) on the combined CYP and RIA development plan designs. Presentation by Rob Mair (CYP) and Tom Betts (RIA) on the long-term program of works and key milestones.Matters arising:* The CRG discussed noise monitoring data collected from Osbourne Street during the TBM disassembly works. CYP advised that the noise at the site was slightly elevated on 30 November 2020 due to a fan being left on throughout the night. CYP confirmed that from 1 December 2020 the fan will be turned off and noise levels are expected to remain at a low level.
* Jeni Coutts asked about the maturity and size of the trees which are to be planted along Osborne Street. CYP advised that the trees will be planted by the City of Stonnington. Nadia Ford (City of Stonnington) advised that the council arborist has some feedback to share on the proposed tree species along Osborne Street.
* Nadia Ford queried the location which CYP will use as the laydown area for the tunnel fit out works. CYP advised it will use the area around William Street Bridge and it is unlikely that it will use any other areas on South Yarra Siding Reserve. For the majority of components CYP will use a just-in time delivery process, therefore a large laydown area will not be required. CYP advised it is working through the details with RIA and it will provide an update to the CRG and City of Stonnington once more information is available.
* Nic Thomas asked when the works to complete the ramps for the Osborne Street Bridge are expected to conclude. RIA advised that it anticipates that the works associated with the ramps for the Osborne Street Bridge will be completed between late-2022 and early-2023. RIA confirmed that the planting of trees in Osborne Street will commence after the works on the bridge have been finalised.
* Nic Thomas asked for clarification regarding whether the South Yarra Siding Reserve would be reinstated fully planted or just levelled and ready to be planted in mid-2022. RIA confirmed that it intends to have the South Yarra Siding Reserve level and planted by mid-2022.
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| 3. | General feedback and items for future discussion |
|  | Matters arising: * Nic Thomas queried the level of certainty around the mid-2021 completion date for the works at Lovers Walk. RIA advised that it is reasonably confident of achieving the target date of mid-2021 to reopen Lovers Walk and the only factor which requires a resolution is how William Street Bridge will be used for loading down into the cutting.
* RIA confirmed that there will be a complete site shutdown over the Christmas period starting on 23 December 2020 until 11 January 2021.
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| 4. | Meeting close |
|  | Matters arising:* Jeni Coutts thanked the CRG members for their understanding and flexibility during 2020.
* The next meeting will be held on 2 February 2020.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

*No new actions recorded.*